

LIBERTY HILL ECONOMIC DEVELOPMENT CORPORATION BOARD

FAÇADE & SIGN MATCHING GRANT PROGRAM

INTRODUCTION

STATEMENT

The Liberty Hill Economic Development Corporation (LHEDC) has established and funded the **Façade & Sign Matching Grant Program** for the City of Liberty Hill. The program provides matching grant funds to downtown Liberty Hill non-residential property owners on Ranch Road 1869 from State Highway 29 to all of Loop 332 and from State Highway 29 to Barton Street behind Parker's Grocery Store in support of revitalization on a case-by-case basis..

OVERVIEW

This initiative is known as the **LHEDC Façade & Sign Matching Grant Program** and intends to encourage physical improvements and revitalization of downtown Liberty Hill. The **Grant Program** encourages building and overall aesthetic improvements to downtown. This area includes buildings / properties along Main Street.

Matching grant funds through this program range from \$500 for signage to \$5,000 for facades. Eligible projects include, but are not limited to the following:

- (1) façade renovation;
- (2) awning installation;
- (3) exterior painting;
- (4) outdoor lighting;
- (5) landscaping;
- (6) parking lot improvements; and/or
- (7) signage.

Applications for the program are reviewed by the LHEDC Board. In addition to review for basic eligibility requirements, applications will be reviewed for:

- (1) potential to diversify the economy;
- (2) effect and support on other businesses; and/or
- (3) consistency with local redevelopment strategies.

The **LHEDC Façade & Sign Matching Grant Program** is set up as single-payment matching grant funds to non-residential property owners , and in some situations, tenants.

Facade grants are available on a 50/50 matching basis with a cap of \$5,000 per grant.. Grant funds can only be approved for facades which are in alignment with the City's Unified Development Code (UDC).

Facade grant funds focus on exterior work for storefronts (visible to the public), as well as roof and foundation work on buildings / properties located downtown.

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Matching grant funds are available on a first-come, first-serve basis until total funds for the funding cycle are depleted.

The annual funding cycle begins October 1st of each year and ends September 30th of the following year in alignment with the City's Fiscal Year.

No grant will be awarded for work that has already been done or covered by insurance.

All submitted work will be reviewed and approved before any eligible work may begin.

Sign grants are available on a 50/50 matching basis with a cap of \$500 per grant. Grant funds can only be approved for signs aligned with the City's UDC.

If awarded a **Façade & Sign Matching Grant**, any deviation from the approved grant project may result in total or partial withdrawal of the grant.

A **Facade & Sign Matching Grant** "SIGN" must be displayed in the recipient's storefront window for a minimum of three (3) months to publicly recognize the grant program.

QUESTIONS

Facade & Sign Matching Grant Application questions: City Hall at 512-778-5449.

Building or sign permit questions: Planning Department at 512-778-5449 – Extension 105.

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ELIGIBILITY GUIDELINES

All applicants are required to review the following items to ensure eligibility is met.

Complete the Application: Fill out **Facade & Sign Matching Grant** application and sign the agreement form.

Provide Drawings: All grant applications must include a scale drawing of the proposed work to be done with the name of the project manager or contractor. Support documentation and/or informational material needs to be included with the application for review by the LHEDC Board.

Provide Estimates: Obtain itemized written work estimates on all project work from contractors.

Self-contracted Work: Will be reimbursed for actual legitimate expenses, excluding labor.

Construction Bids: Construction bids submitted by an Applicant must be current and dated no earlier than ninety (90) days prior to the Application request. Bids shall be submitted on the contractor's or project architect's letterhead and contain the contractors name, address, telephone number. Bids need to be itemized in a manner that allows the LHEDC Board to determine bid components and authenticity.

Submit the Application: Return completed application with:

- (1) Original itemized work estimates;
- (2) Color samples;
- (3) Drawings;
- (4) Photo or drawing of sign; and
- (5) Notes on sign material of the proposed work.

Provide color(s) for the façade and sign. The EDC does not dictate coloring for façade, however the color(s) need to be consistent with other downtown buildings / properties.

Submit to:

City Hall
1120 Loop 332
Liberty Hill TX 78642

Application is due no later than 12:00 p.m. (noon) on the **FIRST (1ST) BUSINESS DAY OF THE MONTH.**

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Approval Process & Eligibility: The approval and eligibility process includes:

- a) All **Façade & Sign Grant** projects must meet building Standards & Codes, including building and/or sign permit requirements.
- b) The LHEDC Board of Directors meets the 3rd Thursday of the month, and applicants are encouraged to attend.
- c) Only completed Applications with all required information will be considered. Incomplete applications will be returned.
- d) An Applicant denied a grant by the LHEDC Board is not eligible to re-submit a grant application for a minimum of six (6) months from the date the prior Application was declined.
- e) Applicants who receive approval by the LHEDC Board must commence construction as described in the application within sixty (60) days of the grant being awarded.
- f) Applicants must complete construction described in the submitted Application within six (6) months of the date granted.
- g) If the Applicant is unable to commence construction within sixty (60) days of the date granted, or complete construction within six (6) months from the date granted, the Applicant must submit a written request for an extension. The extension request **MUST** be made prior to the sixty (60) days or six (6) month time limit. The LHEDC Board is not obligated to allow extensions but may do so for good cause.
- h) An extension, if granted, will be for the Terms & Conditions determined exclusively by the LHEDC Board. An extension denial cannot be appealed and will be final.
- i) As a condition of this grant, and in consideration of the opportunity to apply for a grant, Applicant consents to allow City inspections to determine if the building is in compliance with the Codes & Ordinances applicable to the construction outlined in the application.
- j) The LHEDC Board will recommend grants based upon the following. There is no proprietary right to receive grant funds.
 - (1) Amount requested;
 - (2) Grant funds available;
 - (3) Condition of the building in which grant funds will be used;
 - (4) Effectiveness of construction;
 - (5) Other grant requests;
 - (6) Type and nature of construction; and
 - (7) Proposed construction results considering the grant program.
- k) The LHEDC Board shall consider any Application within its discretionary authority to determine what grant amount will be in the best interest of the Grant program.
- l) The review criteria will include, but is not limited to:
 - (1) Compatibility;
 - (2) Streetscape objectives; and
 - (3) Overall revitalization of downtown.

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- m) Applicant will provide photographs of the building's exterior as part of the Application request and also after the construction is completed, as a condition of final grant funding.
- n) Applicant is required to obtain applicable City permits and approvals for construction.
- o) No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive grant approval on the same property if requested within three (3) years of the date a previous grant was awarded by the LHEDC Board.
- p) An Applicant can attend LHEDC Board meetings which consider the Application or when requested to do so by the LHEDC Board. Failure to attend an LHEDC Board meeting when required shall be cause for rejection of the Application.
- q) When the entire grant project has been completed and reviewed, the applicant will present the LHEDC Board with copies of paid invoices, including copies of cancelled checks and/or credit card receipts, for single payment matching grant funds of the approved funding.

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GENERAL CHECKLIST

Use this form as a checklist to follow
all steps needed to complete the Façade & Sign Matching Grant Program

- ☐ Meet with the EDC Director (or Designee) to determine eligibility and walk through **Façade & Sign Matching Grant** instructions.
- ☐ Meet with the City's Planning Director and/or Building Inspector for work that involves building or sign permits.
- ☐ Complete the Grant application and sign the agreement. (Include ALL attachments – support documentation is required).
- ☐ **Submit application and agreement with attachments on the FIRST (1ST) BUSINESS DAY OF THE MONTH to confirm submittal and be added to the next LHEDC agenda. Submit the original and one copy of the application and attachments; applicants need to retain a copy.**
- ☐ You will be notified of the meeting date.
- ☐ If approved by the LHEDC Board, the application will be forwarded to City Council for final approval.
- ☐ **Façade & Sign Matching Grant** project construction commences after final approval. Work must commence within sixty (60) days of approval and be completed within six (6) months.
- ☐ Applicants requested to attend meetings will be recognized as a recipient.
- ☐ Upon completion of a **Matching Grant** project, recipient will need to furnish photographs of the building's exterior, roof and foundation; copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, to receive a single payment of approved funding.

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APPLICATION

Return the completed application, with necessary attachments and signatures to:

City Hall
1120 Loop 332
Liberty Hill TX 78642
bzwernemann@libertyhilltx.gov

No later than 12:00 p.m. (noon) on the **FIRST (1ST) BUSINESS DAY OF THE MONTH.**

If there are questions, contact City Hall, 512-778-5449 – Barbara Zwernemann – City Secretary.
For building or sign permit questions, contact the Director of Planning Sally McFeron, 512-778-5449 – Extension 105.

Applicant Name_____

Date_____

Business Name_____

Mailing Address_____

Contact Phone_____ Email_____

Building / Property Owner (if different from applicant)

Current Building Name (if applicable)

Physical Building / Property Address

Type of Work: (check all that apply)

- ☐ Sign
- ☐ Paint
- ☐ Masonry cleaning/paint removal
- ☐ Awning/Canopy
- ☐ Uncovering/replacing windows
- ☐ Roof repair
- ☐ Foundation repair
- ☐ Other:_____

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Provide details of Planned Improvements for the **Façade & Sign Matching Grant**: (attach additional paper if necessary)

Provide a list Contractor or Project architect - Proposals and Total Amounts (please attach original proposals)

TOTAL COST OF PROPOSED PROJECT: \$ _____

AMOUNT OF FAÇADE AND/OR SIGN GRANT
REQUESTED (MAX \$500 SIGN/MAX \$5,000 FACADE): \$ _____

Attach list of colors to be used, awning/canopy (if applicable), sign design, etc., as well as photographs of building / property exterior facade, roof and foundation.

DATE & INITIALS – SUBMITTED _____

APPLICANT’S SIGNATURE & DATE

Signature: _____

Date: _____

LHEDC BOARD REVIEW

SIGNATURE & DATE

Signature: _____

Date: _____

Amount Granted: \$ _____

☐ Approved

☐ Rejected

CITY COUNCIL REVIEW

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SIGNATURE & DATE

Signature: _____

Date: _____

Amount Granted: \$ _____

☐ Approved

☐ Rejected

DATES TO REMEMBER:

Work must commence sixty (60) days after final approval: _____

Work must be completed six (6) months after final approval: _____

AGREEMENT

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Return the completed Agreement with necessary attachments and signature to:

City Hall
1120 Loop 332
Liberty Hill TX 78642

I have met with (names)_____ and understand the LHEDC **Facade & Sign Matching Grant** program. I will utilize these funds for the aforementioned renovation project(s) in support of the City's downtown revitalization efforts. I have not received, nor will I receive, insurance monies for this revitalization project.

I have read the **Facade & Sign Matching Grant** *Introduction, Eligibility Guidelines, General Checklist, Application and Agreement*.

I understand that if I am awarded a **Facade & Sign Matching Grant**, any deviation from the approved project can result in withdrawal of the grant. Further, I understand the materials and processes involved, and have been given an opportunity to ask questions regarding the Grant Program. If the façade or sign is altered for any reason within six (6) months of construction, I will be required to reimburse the EDC immediately for the full amount of any Grant funds.

Business / Property Owner Name_____

APPLICANT

Signature:_____
Print Name:_____
Date:_____

BUILDING / PROPERTY OWNER'S SIGNATURE (IF DIFFERENT FROM APPLICANT)

Signature:_____
Print Name:_____
Date:_____

LHEDC BOARD

Signature:_____
Print Name:_____
Date:_____

CITY COUNCIL

Signature:_____
Print Name:_____
Date:_____